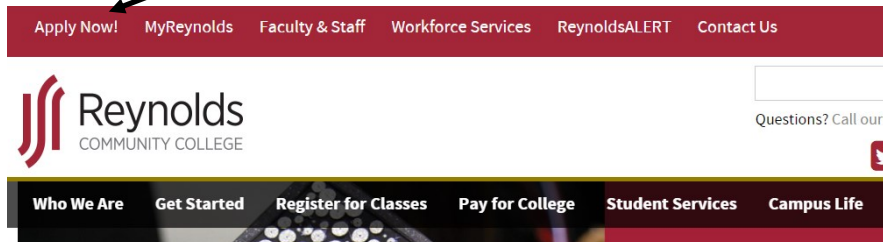


Community College Application Tips

Go to www.reynold.edu or www.itcc.edu and click on "Apply Now". Follow the directions in the application, but pay close attention to the tips for the questions/screens noted



1 If this is your first time applying to this college, you will need **CREATE AN ACCOUNT**. After clicking on the link, complete each section.

Application for Admission

Application Information

For best results submit the application using Google Chrome or Mozilla Firefox.

Click here to CREATE AN ACCOUNT and begin!

Admissions Requirements

Reynolds is an open admissions institution and you can be admitted if you:

- Have a high school diploma or the equivalent, OR
- Are at least 18 years of age or older and can benefit academically from taking courses at Reynolds.

JOHN Tyler COMMUNITY COLLEGE

Create an Account

Accounts can not be shared between multiple applicants. Each person must use a unique e-mail address to create an account and must complete the sign-up using the applicant's information.

New applicants will not receive a functional VCCS.edu email account until making a financial commitment to a VCCS institution.

Your Information

First name Middle name (optional)

Last name Date of birth

Contact Information

Cell phone (optional) **Mobile opt in** Turn on text messaging to receive text messages from your school. Standard message rates could apply. **Validate Cell Phone Number**

Email address **Validate Email Address**

2 You will need to validate your email address to create an account. Log in to your email to get your validation code. Then enter it in order to proceed.

You are receiving this message because this email address, vcck.ced@reynolds.k12.va.us, is being used to create an account on Apply to Virginia's Community Colleges. If you want to create an account on Apply to Virginia's Community Colleges, please enter the following validation code:

Validation code: 1048

You didn't want to create an account on Apply to Virginia's Community Colleges?

We take security very seriously and want to ensure that any accounts created on Apply to Virginia's Community Colleges are verified. If you didn't start to create an account with this email address, the account will not be created without the validation code and you can disregard this email.

If you have any questions or concerns, please contact us at our Talk.to.us page or 1-800-GO-TO-KAP (469-6927).

A validation e-mail has been sent to the e-mail address. Please check your e-mail for the validation code and enter it below.

Validation Code **RESEND 244(S)**

If you did not receive an e-mail with the validation code, please click to Resend.

CANCEL **OK**

Virginia's Community Colleges

Welcome to Virginia's Community Colleges. To apply to any of the 23 colleges, sign in or create an account.

New Users **Returning User**

IMPORTANT: The new Apply to Virginia's Community College application portal became available on April 28, 2016. If you created an account prior to April 28th, you will need to create a new account to apply to the 23 colleges. If you have any questions about an application submitted prior to April 28th, please contact the college for which you applied.

careercoach

SIGN IN

From: Your Username or Password? >

OR

f SIGN IN WITH FACEBOOK

g SIGN IN WITH GOOGLE

SIGN IN and the click on APPLY NOW

Virginia's Community Colleges

APPLY > PROFILE > HELP >

Already know where you want to go & what you want to do?

APPLY NOW

I'm not sure what program I want to study

I'm not sure what college I want to apply to

I have other questions

Career Wizard > Interest Surveys >

Find Schools By Name or Location:

FAQs > Financial Aid >

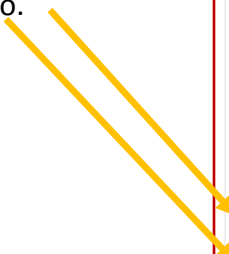
3 Select the community college you want to apply to.

Apply to VCCS and Track Your Applications

Start a New Application

Postsecondary schools with online applications

Postsecondary School	Undergraduate
Blue Ridge Community College	<input checked="" type="checkbox"/> Apply
Central Virginia Community College	<input checked="" type="checkbox"/> Apply
Dabney S. Lancaster Community College	<input checked="" type="checkbox"/> Apply
Danville Community College	<input checked="" type="checkbox"/> Apply
Eastern Shore Community College	<input checked="" type="checkbox"/> Apply
Germanna Community College	<input checked="" type="checkbox"/> Apply
J. Sargeant Reynolds Community College	<input checked="" type="checkbox"/> Apply
John Tyler Community College	<input checked="" type="checkbox"/> Apply
Lord Fairfax Community College	<input checked="" type="checkbox"/> Apply
Mountain Empire Community College	<input checked="" type="checkbox"/> Apply
New River Community College	<input checked="" type="checkbox"/> Apply




Click APPLY NOW

4

Application for Admission

Application Information



For best results submit the application using Google Chrome or Mozilla Firefox.
Click here to **CREATE AN ACCOUNT** and begin!

APPLY NOW
(OR CONTINUE APPLICATION) >

CONTACT US

J. Sargeant Reynolds Community College
P.O. Box 85622
Richmond, VA 23285-5622


☎ (804) 523-5029
🌐 www.reynolds.edu

INSTRUCTIONS ▾

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The application has 6 sections to complete. You can come back to sections you are unsure of.



Application for Admission

THE BASICS ●

2 COMMUNICATING WITH YOU ○

3 YOUR EDUCATION ○

4 YOUR MILITARY SERVICE ○

5 YOUR BACKGROUND ○

6 SUPPLEMENTAL INFORMATION ○

↩ Skip to Another Screen

💾 Save This Screen

✓ **SUBMIT YOUR APPLICATION**

1. THE BASICS

Legal Name

As it appears on your current legal documents such as driver's license, social security card, or passport

Enter your last name:

Enter your first name:

Enter your middle name: (optional)

Suffix: (optional)

Do you have another name you prefer to be called?

Former Name (if applicable)

5

Enter your Social Security

Number. The college will need it to assist you with financial aid and as a method of identifying you if you ever need to reset your password.

Other Important Information

Birthdate: 09/19/2001

Social Security number (SSN) or Taxpayer Identification number (TIN): ###-##-####

Confirm your SSN or TIN: ###-##-####

I do not have a SSN or TIN (International, non-residents of the U.S., etc.)

I would rather not enter my SSN or TIN at this time. I understand this may incur significant delays to any financial assistance and could result in IRS fines as detailed [here](#).

Your answers to the below questions help us meet our federal and state reporting requirements. These questions are voluntary and will not impact your application for admission. If you wish to not participate, please select "Prefer not to answer."

What is your gender identity?

What is your racial or ethnic identification? (Check all that apply)

American Indian/Alaskan Native

Asian

Hispanic or Latino/a

Black or African American

This service is offered at no cost to you. However, if your mobile phone provider charges for text messaging, you could incur texting fees on your phone bill.

If you plan to apply for financial assistance, Federal Financial Aid guidelines require that we obtain your voluntary consent to use electronic means, such as email, to provide you with information. Please review our guidelines [here](#) and indicate below that you agree.

I agree and have reviewed the guidelines [here](#)

I do not agree

I do not plan to apply for financial aid at J. Sargeant Reynolds Community College

If you disagree and do not consent to electronic communication, your financial aid award may be delayed. This delay may cause you to be dropped from your courses if other payment arrangements are not made. Additionally, payment of your student account with financial aid or reimbursement of your out-of-pocket costs may also be delayed.

[← SAVE AND GO BACK](#) [SAVE AND CONTINUE →](#)

6

If you ever might apply for financial aid, checking choice one would facilitate the financial aid application process.

7

Select **option 1** as shown about your education (I am currently attending a public or private high school in a US...)

3. YOUR EDUCATION

High School Information

You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.

Which of the below describes your current high school education?

High school:

[FIND SCHOOL](#) [CLEAR](#)

8

Please select the answers that reflect your plans for community college.

If you intend to use guaranteed transfer:

- I plan to earn a degree: **YES**
- My Goal: **Transfer to a 4-year college**
- Choose which area...: **Degree programs for transfer**
- Program of study: **Enter one of the transfer degree listed (i.e. AS Social Science)**

Program of Study

I plan to earn a degree, certificate, or diploma at **John Tyler Community College:** Yes

Choose which area you are most interested in studying at **John Tyler Community College:** General Transfer

Program of study: Psychology, AS

I plan to start classes in: 2020 Fall (08/24/20 - 12/12/20)

As of the 8/24/2020, which of the following best describes what your situation will be?

I am taking classes through my high school to receive high school credit AND college credit.

I am taking classes on my own not through my high school OR I am a home school student. I will receive college credit only.

I am taking some classes through my high school AND some classes on my own for college credit only.

I will have graduated high school by the time I start taking classes.

Pick a primary campus location: Midlothian Campus

You can still attend classes at any of the college locations or online.

9

Almost all students will be applying using your parent/guardian's domicile (residency) information .

This information is used to determine your tuition rate and next steps for enrolling at the college.

What is your current status? Native U.S. Citizen (born in U.S. or born abroad to U.S. Citizen)

What is your primary spoken language? English

You may apply for in-state tuition based on your own domicile or your parent's domicile:

I want to claim eligibility based on my own domicile

I am married and want to claim eligibility based on my spouse's domicile

I want to claim eligibility using my parent's domicile

I want to claim eligibility using my legal guardian's domicile

Your Parent's Domicile Information

First name: _____

Reynolds COMMUNITY COLLEGE

Application for Admission

1 THE BASICS ✓

2 COMMUNICATING WITH YOU ✓

3 YOUR EDUCATION ✓

4 YOUR MILITARY SERVICE ✓

5 YOUR BACKGROUND ✓

6 SUPPLEMENTAL INFORMATION ✓

6. SUPPLEMENTAL INFORMATION

How did you hear about Reynolds Community College?

Friend/family member

Movie theater commercial

Online advertisement

Outdoor billboard

Radio advertisement

Teacher/Counselor

Television commercial

Social media

Other

← Skip to Another Screen

Save This Screen

✓ SUBMIT YOUR APPLICATION

← SAVE AND GO BACK

SUBMIT YOUR COMPLETED APPLICATION ✓

10

Once you have completed all 6 steps, click on **SUBMIT YOUR APPLICATION**

Application Submittal

You are about to submit your application electronically to J. Sargeant Reynolds Community College. Please remember, to print your confirmation page.

Release of Information:

In accordance with 523.1-407 of the Code of Virginia, your name, date of birth, gender, and student identification number will be submitted to the Virginia State Police. By proceeding with the application process, you consent to this submission.

Firearm Notice:

Possessing, brandishing, or using a weapon while on any college or VCCS office property, within any college or VCCS office facilities, or while attending any college or VCCS educational or athletic activities by students is prohibited, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional. By proceeding with the application process, you acknowledge and agree to abide by this policy if accepted to a VCCS college.

I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

Sign by entering your full name

Signature:

SUBMIT NOW ✓



Be sure to read the following and sign, in order to submit your application.

11

You can save a copy of your application to send to yourself by email.

You should also take a screen shot (with your phone) of your Reynolds student ID (EMPLID below), username and password.



12

Application Confirmation

Congratulations, your application to J. Sargeant Reynolds Community College was successfully submitted.

Please print a copy of this page and keep it for your records. You may also print a copy of your submitted application.

Remember to complete the Steps to Get Started to continue on your path to enrollment at Reynolds.



Required information should be sent to:

J. Sargeant Reynolds Community College
P.O. Box 85622
Richmond, VA 23285-5622

In-state telephone: (804) 523-5029
Website: www.reynolds.edu

You qualify for the in-state tuition rate.

Additional Information

- 1. You have been identified as a student who is still enrolled in high school but wishes to take college courses. You will need to make an appointment for placement testing at your college.

Your EMPLID is 7304209.
Your username is jh22784 and your password is 01mmmytc.
Please write this down.

13

EMPLID = Student ID

Username – will become part of your Reynolds email address.

This password is temporary. You will create a new one when you activate your account.

All students under the age of 18 must have their parent or guardian sign their application for admission. Please print your application confirmation and have your parent/guardian sign below. Then return your signed form to the college admissions office.

Parent signature: _____

Date: _____

Next Steps:

Congratulations on being admitted to J. Sargeant Reynolds Community College. Next, you will set up your student account. This will allow you to access the registration system, advising tools, student email, and other services.

When you click the button below you will be re-directed to a new site to set-up your student account.

Important:

Note the student ID, username, and temporary password provided above. You can use it to log-in to your student account on the next page.

[GO TO MY STUDENT ACCOUNT >](#)

14

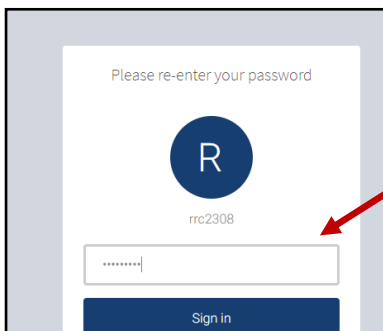
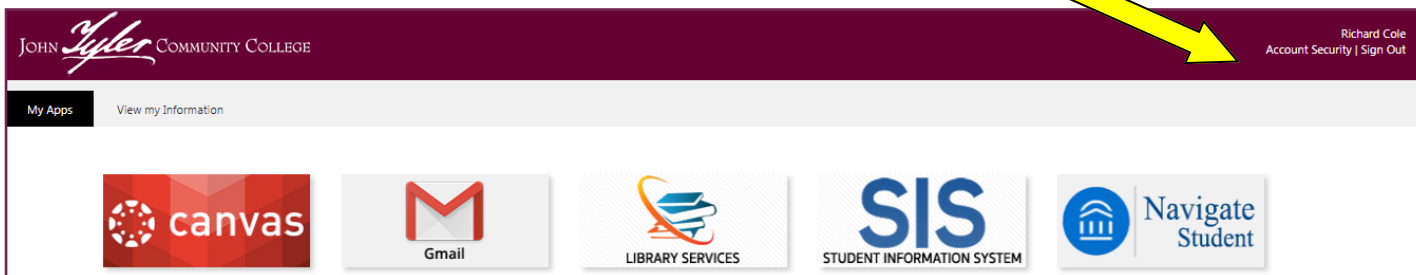
You can save your application and reopen it later to get a parent's signature if needed.

(Make sure you remember to write down your application account password.)

Wait 3-5 minutes and click this link to set up your My Reynolds or MyTyler account. Enter the User Name and Password you just received. You will be prompted to answer your security questions.

15

After signing in, click on the Account Detail link to set your security questions and reset your password. Write down or take a picture of your new password.



Re-enter your password

Select Account Recovery Setting to answer your security settings. Then select **Change Password** to reset your password

